

LOS ANGELES COUNTY DISTRICT ATTORNEY'S OFFICE



DEPUTY DISTRICT ATTORNEY I

JOB DESCRIPTION

Positions allocable to this class prosecute the less complex criminal cases.

EXAMPLES OF DUTIES AND RESPONSIBILITIES

- Prepares and conducts preliminary hearings. Tries misdemeanor and felony cases and argues related motions such as search and seizure.
- Reads, understands, and analyzes legal documents (e.g., courtroom transcripts, pleadings, police reports, expert witness reports, statutory and non-statutory legal motions, affidavits, arrest and search warrants, court orders, statutes, appellate case law, and jury instructions) related to criminal prosecution.
- Reviews cases for legal sufficiency for the purpose of charging crimes.
- Communicates with witnesses, defendants, law enforcement, investigators, attorneys, and other interested parties regarding cases. Instructs witnesses on courtroom procedures and appropriate protocol.
- Prepares and organizes extensive legal discovery, evidence, and exhibits to be presented in court.
- Conducts legal research to prepare written reports and draft various legal documents (e.g., opinions, pleadings, briefs, and points and authorities).
- Acts as a courtroom advocate on behalf of the District Attorney.
- Assists in the preparation and prosecution of the more complex criminal cases.
- Prepares computer-based presentations for use by the prosecution in court proceedings.
- Visits the crime scene when appropriate.
- Discusses trial strategies, factual, ethical, and legal issues, and potential case dispositions with higher-level attorneys.
- Negotiates with defense attorneys regarding the disposition and modification of charges.
- Obtains evidence of prior convictions and provides discovery in a timely manner.